

# Minutes

## ETHNIC HEALTH ADVISORY COMMITTEE

July 9, 2007  
5:00 – 7:00 PM  
Cannon Health Building  
Room 114

	Committee	UDOH Liaisons	Committee Staff	Guests
<b>Members</b>	Aida Santos Mattingley Betty Sawyer Dena Ned Doriene Lee Ellen Selu Heru Hendarto Jesse Soriano K. Kumar Shah Kyum Koo Chon Leanna Vankeuren Luz Robles Robert Kagabo Sabrina Morales Sam Folau Shawn M. Jimerson Suri Suddhiphayak Sylvia Garcia Rickard	Patti Fuhriman Elizabeth Heath Walt Torres Nasrin Zandkarimi Melissa Zito Kathryn Rowley	George Delavan Janae Duncan Owen Quiñonez	
<b>Excused</b>	Dena Ned Sabrina Morales Shawn Jimerson	Patti Fuhriman Walt Torres		
<b>Attendees:</b>	Aida Santos Mattingley Betty Sawyer Jesse Soriano K. Kumar Shah Robert Kagabo Suri Suddhiphayak Sylvia Garcia Rickard	Kathryn Rowley Nasrin Zandkarimi Mary Eatchel- Representative for Patti Fuhriman	Dulce Diez George Delavan Janae Duncan Owen Quiñonez	Isabel Rojas Mary Catherine Jones Sally Valdez Richard Rickard

## Agenda topics

1.	Welcome	Sylvia Rickard
----	---------	----------------

**Discussion:**

The meeting was called to order by Sylvia Rickard who welcomed and facilitated introductions.

The start time was around 5:22.

Sylvia started the meeting with a special Thank you to UDOH representatives that attend EHAC meetings. She recognized them as a valuable resource and shared her desire for them to feel like they can participate and share their insights at the EHAC meetings.

**Conclusions:**

Action items:	Person responsible:	Deadline:
---------------	---------------------	-----------

2.	Review / approval of May 14, 2007 minutes	Sylvia Rickard
----	---	----------------

**Discussion:**

Add to minutes-Suri participated at the May 14<sup>th</sup> meeting by phone.

With change minutes were approved.

Motion made by Aida motion and seconded by Betty.

**Motion:** minutes were approved with change.

**Conclusions:** Motion passed-minutes approved

Action items:	Person responsible:	Deadline:
Update minutes	Janae Duncan	July 13, 2007

3.	EHAC protocols	Sylvia, Kumar and Jesse
----	----------------	-------------------------

**Discussion:**

Sylvia began the discussion by reminding the group that we only meet four times a year so it is important that we use our time effectively. The Executive Committee is outlining protocols that will help the group maximize their time together.

First protocol discussed was designating a proxy representative for when group members are not able to attend meetings.

Proxy should:

- Be designated in writing
- Represent community that you represent

The Executive Committee would like to know who will be attending for you in advance. Remember that:

- Proxies are needed so that EHAC will have the number of people necessary to carry on business.
- You may want to choose a couple of people in case that you can't make it.
- Proxies also gain valuable experience-learning about the committee and may be in good position to take your place when your service is complete

The question came up about if it is appropriate to allow a proxy to vote in your place. Robert raised the concern that a proxy may not have all the necessary information to vote. The group discussed whether or not a proxy can vote. Some discussion points included:

- How will proxies be oriented about what will transpire in the meeting? Possible solution-invite the proxy to come with you a couple times to become oriented. Another solution could be-let the member decide-proxy can abstain from voting
- Do the by laws allow voting by phone? Yes.
- Prepare committee members for important votes. Let committee members know when key votes may be taking place to encourage their attendance.
- Should we include email votes? Email is after the fact...should we allow a vote after the meeting? Chair could have the option to send for a vote by email-vote at the end of the meeting? Guidance from the executive committee will be sent to the committee.

**Do members need to provide background information on their proxy-informal introduction?**

Other protocols mentioned:

- Kumar will be official timekeeper-we need to start behaving like a professional team. This is not the place to be on the defense-we are here to be unified. This change of attitude will help others take us more seriously. We need to include all.
- Parking lot will be provided. EHAC members will be encouraged to write concerns/questions/comments that are off the topic and put it up on the parking lot. These issues will be addressed at the next meeting or individually as appropriate.
- Call in will be available at all meetings-this is a last resort. For this committee, attendance is preferred.
- Meetings will begin promptly at 5:15. This will allow for networking and dinner to begin at 5. Please be ready to get started at 5.
- Time for comment will be added to the agenda after each presentation.
- UDOH representative's comments welcomed and encouraged.

### **Conclusions:**

Established protocols will help EHAC meetings run more smoothly. Everyone's participation is needed to have an effective and productive committee.

### **Recommendations:**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Create guidance on voting-proxy and email etc. and send to committee	Executive Committee	September 10, 2007
Submit names for proxy representatives	All EHAC voting members	September 10, 2007

4.

Report from the EHAC planning meeting

Sylvia and Dulce

**Discussion:**

See Planning Meeting Report handout

Discussion at the planning meeting began with HP2010 and how EHAC can impact these goals?

Handout lists focus areas and issues. These areas and issues will help us bring everyone together and get moving. We need to be engaged and committed. After we vote and we can move on. Please email and vote by next Monday. Janae will send email to those who have voted. Sylvia will call on Wednesday to follow up.

**Comments:**

- We chose areas-but, we still need to define the role of EHAC. What is the role of EHAC in each of these areas? We decide our priorities and tackle each area one by one.
- Copy of by-laws/mission statement and goals. Review of mission and goals to keep us on track.
- Make the by-laws come alive-it is the implementation that we are missing. Hold programs accountable-ask how they are addressing it and how to resolve it.
- Programs will need direction. Every program is different-all activities are not quantifiable.
- EHAC and CMH must be coordinated-some of these goals are already being addressed by the center-EHAC should advise the Center and not UDOH.
- We are focusing too much on who should do what-there is not conflict-there is work for all of us-EHAC brings wisdom from the community that is being served.
- It is confusing-the community needs clarification.
- EHAC is helping UDOH when they CMH.
- Start with-ask for something-know what you want to do with it-focus so that you can help.
- There needs to be a good synergy with CMH-spend the time to make sure we are on the same page and know what each other are doing-EHAC can support outside the system-policy
- Don't ask the question-come up with a statement of expectation. What do we expect of the department-action statement up front. We can see what they are doing-get a better understanding of what they are doing and what needs to happen. A lot of work may need to be done on the side. It is critical what do we do with information once we have it-we have not followed through-and followed through in writing.
- If we take program by program it will take us a long time-Ask one question-how?
- What has been done with the information that has already been presented? We are ready to move forward...but, we don't want to start over.
- Policy questionnaire-NAACP does report card...questions and use it to grade programs...flush out...to get meaningful measures...not simple to get something that you can use.
- Program perspective-how do you get xyz...and how can we help you? Open up the lines of communication. Relieves the threat-asking not to find fault-asking so we can help. Don't forget to ask how can we help?
- Help us how we can better serve our communities-let that guide us to the next step.
- We need to be very organized. We are going to work together to help UDOH better serve the minority community-we need to work within the context of a larger vision. Develop an overall plan and main goals-we need to show them what we will do with it. Show the public the vision that we have. So now what?
- EHAC needs to promote themselves and their services. EHAC must outline what tasks they are willing and able to perform. Get specific. Start small with a few programs.
- Already have a plan-need to focus and get a time frame...put the plan into motion-spinning wheels.
- You can't give what you don't have. We go back to the role-where do we stand in the picture. We are a family of organizations-we need to know where we stand-who are we working with and how can we work together. If we believe it then we will bring it to life-we need to work together.
- Tough issues-maybe the department needs to be clearer about what they expect from the committee. Most direct work is through and with CMH. EHAC should advise department as a whole-but, more specifically advise CMH-difficult to serve at least two masters-CMH should produce policy statements and best practices

for EHAC to review and bless. The partnership should generate documents. EHAC can assist in answering the question what should all programs be doing about health disparities. CMH staff responsibility to draft documents and EHAC would review.

- Responsibility for members to take information back to their communities. Two-way—program need community contacts. It would be useful for programs to have a resource directory about how EHAC take information back to the community.
- Bring needs and CMH can figure out who can best serve those needs. Programs are not able to make the connection and build trust. Make connections and build trust.
- To help in the synergy-EHAC article in the newsletter-EHAC submit on a monthly basis. Someone from committee liaison-page on the website-statement from the top-commitment to addressing disparities-policy and vision department's commitment to diversity and elimination of disparities-where you spend money is where your priorities are-in front of everybody-this is what we value and this is what we believe in-organizational value.

This discussion was closed because of time...but, there will be more to come as EHAC continues to work through these issues...

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Send out planning meeting agenda	Janae/Sylvia	May 19, 2007
Send out email to members that have not voted on priority issues	Janae	July 10, 2007
Call to follow-up with members that have not voted	Sylvia	July 11, 2007
Send out copy of EHAC by-laws, mission, vision etc. Have this available at every meeting	Janae/CMH	September 10, 2007 and ongoing

5.	Presentation to UDOH Executive Management Team	Sylvia
<p><b>Discussion:</b></p> <p>How can we better serve UDOH and each other-How can EHAC work at the Exec. Management level? Dr. Sundwall requested a presentation at an EMT meeting. When we are ready we will get on the agenda. The Executive Management Committee wanted the support of the committee before going to EMT. Feel it is important to have a clear, efficient and united presentation and structure for what we will talk about in 15 minute presentation. Committee must decide once and for all what our role is-we are still struggling with identity problems-we need to decide our goals and focus. We have talked about this at length-we are an advisory committee...we are not health experts-so for us to focus on disease specific areas may not be appropriate-we can better serve our communities by advising on policy issues.-that is why we want input-so that we can take this to EMT-this is how we see it.</p> <p>Integrating and looking for themes-this is the niche-what other groups are not doing We need some way of measuring impact of what we are doing-so that we can demonstrate our success-how can we show outcomes? How can we show what is being accomplished? Before the presentation we need to define our role-what is our role to the department? To the community and to each other? They are interconnected-we all know what we need to do-but, it is not clearly defined. We need to document and zero in.</p> <p>The objectives for meeting with the Executive Management Team will be:</p> <ol style="list-style-type: none"> <li>1. Define EHAC's role in advising the department</li> <li>2. Outline a communication process between EHAC and EMT</li> </ol> <ul style="list-style-type: none"> <li>• First meeting with EMT will focus on introducing EHAC <ul style="list-style-type: none"> <li>◦ Who is EHAC? What do you do? Some of the issues? Background?</li> </ul> </li> <li>• Narrow the focus to something that is doable. Focus on common issues that cut across programs.</li> <li>• EHAC should work with CMH-greatest impact found in: <ul style="list-style-type: none"> <li>◦ Developing best practices (ie translation/interpretation and outreach)</li> <li>◦ Providing guidelines, set standards and ideals</li> <li>◦ Providing training and on-going consultation</li> <li>◦ Give UDOH programs something to work towards</li> </ul> </li> </ul> <p>Possible questions for EHAC to consider:</p> <ul style="list-style-type: none"> <li>• How is the best way for EHAC to advise the department? Is EHAC's function to actively bring issues to the department or respond to issues presented by the department?</li> <li>• What does EHAC offer that is not already happening on other advisory committees? EMT feels like it is already covered by other advisory committees.</li> <li>• What does EHAC need in order to build capacity to fulfill their role? Training areas?</li> <li>• How do the by-laws and structure of EHAC need to change to support this role?</li> </ul>		
<b>Action items:</b>		Person responsible:
		Deadline:
6.	Updates	Isabel, Dr. Delavan and Janae
<p><b>Discussion:</b></p> <p>Isabel presented about the exciting things at MHN. If you would like copies of the handouts that she shared please email her at <a href="mailto:Isabel@cuutah.org">Isabel@cuutah.org</a>. She described MHN's commitment to improving representation at meetings. She also</p>		

shared the agenda for

The summit on August 10<sup>th</sup> and invited EHAC members to participate on a panel of community leaders about Multicultural Perception of Health. Each group would be allowed 10 minutes to address the points outlined. MHN is applying for an OMH grant-CU is partnering with a couple of groups to bring the grant to Utah-grant is focused on eliminating health disparities. 23-29 awards-33 applicants-applying for 250,000. lead agency is CU-UHPP, AUCH, Gold Bell Productions, Molina Healthcare, Tobacco ethnic networks. Asking for letters of support. A lot of excitement about bringing this to Utah. Please prepare a letter of support if you are interested in supporting this effort. EHAC will not submit a letter of support-Isabel will send information-EHAC members may submit separately

Dr. Delavan and Janae did not share updates because of the late time.

A few last quick reminders:

Pick up a copy of the new CMH brochure

EHAC is still interested in updating their brochure as well

Anger Management classes available through Kyum Chon

Don't forget to register for the Aug 3<sup>rd</sup>-Tobacco Disparities conference-watch for the link in your email.

### Conclusions:

Action items:	Person responsible:	Deadline:
7. Other/Announcements Sylvia Rickard		
Meeting adjourned around 7:30		
Conclusions: Next meeting will be September 10, 2007		
Action items:	Person responsible:	Deadline:
Send out agenda	Janae Duncan	2 weeks prior to next meeting